



07-C -0361

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0300
TEL (404) 330-6100

February 19, 2007

The Honorable Lisa Borders, President
Members of the Atlanta City Council
55 Trinity Avenue, SW
Atlanta, Georgia 30303

Re: Nomination of Frank C. Sizer, Jr.

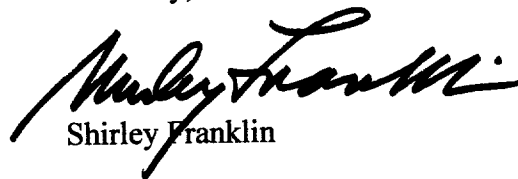
Dear Council President Borders and Members of Council:

It is with great pleasure that I present to you for confirmation Frank C Sizer, Jr. as my choice for appointment to the position of Corrections Chief.

Mr. Sizer has spent more than 30 years in Corrections, including 21 years with the Federal Bureau of Prisons and 11 years with the Maryland Division of Corrections, where he served as Commissioner and managed 7,000 employees, 24,000 inmates and a \$720 million budget. His experience, background and inclusive management style led me to choose him as the individual best qualified to fill this important role in my administration. I am sure that you will agree with my assessment as you advance through the confirmation process.

Concurrently, with confirmation, I am requesting Council approval of the personnel paper authorizing the salary negotiated with Mr. Sizer.

Sincerely,



Shirley Franklin

City of Atlanta Government
Estimate of Total Compensation Package

NAME: Frank C. Sizer, Jr.

POSITION: Corrections Chief

This personalized sheet will provide you with valuable information about your *TOTAL COMPENSATION* package. The figures listed below represent the dollar value of your direct and indirect compensation for one year. This document is only an *estimate* of your total annual compensation based on the proposed salary.

What is your Total Compensation?

Your *Total Compensation* is more than the salary you see reported on your W-2 each year. The City of Atlanta also makes payments toward benefits, goods and services for you as an employee. Together, your salary and indirect compensation make up your *Total Compensation package*.

Your Proposed Salary, Annualized:

\$128,773

You are eligible for 9 paid holidays annually. Your salary includes the value of those holidays. The *estimated* annual value of holiday pay is 9 times your daily rate of \$495 or \$4,455. Your daily rate is calculated by dividing the proposed annual salary by 260 (actual work days in a calendar year). Your salary also includes the value of your annual leave and sick leave. City employees accrue a minimum total of 12 days of annual and 13 days sick leave each year. Therefore, the *estimated* value of your annual leave is \$5,940. The *estimated* value of your sick leave is \$6,435.

Your Relocation Benefit:

\$12,877

The City of Atlanta will assist you with relocation expenses to Atlanta. Qualified candidates are eligible for payment of expenses up to 10% of the maximum authorized salary. (Invoices are required to qualify for this benefit.) This benefit covers housing and moving costs directly attributable to your relocation.

Your Defined Contribution Pension Plan:

\$7,726

Each payday the City of Atlanta contributes toward your future retirement through a city-sponsored pension program. You also make a contribution to this fund. The City of Atlanta currently matches your 6% pension contribution with an additional 6%. The City's approximate annual contribution, based on your *estimated* annual salary, is valued at \$7,726.

Your Health Care and Dental Care Benefits:

\$2,918*

Eligibility for **health care benefits** is one of the most valued employer-provided benefits. The City health care plans include PPO, POS and HMO. The City pays an amount equal to 79% of the middle carrier's premium, which ranges from \$2,708 annually for an employee and up to \$8,936 for an employee and family. The employee contribution depends on the health care plan and level of coverage selected. (**Special Note:** The city contribution towards insurance coverage begins on the 91st day of employment.)

Dental Insurance is an additional optional benefit. The City pays an amount equal to 75% of the carrier's premium, which ranges from \$211 annually for an employee up to \$709 for an employee and family. The employee contribution depends on the dental care plan and level of coverage selected.

* This amount is based on the City's contribution for employee only.

City of Atlanta Government
Estimate of Total Compensation Package
Frank C. Sizer, Jr., Corrections Chief
Page 2

Your Life Insurance:

\$23

The minimum amount of life insurance coverage is one times your base salary. The City of Atlanta pays for the first \$10,000 in basic life insurance, at \$23 per employee per year. If you choose this option, you may also enroll in the voluntary supplemental plan and increase your life insurance coverage, in increments of \$10,000, up to three times your annual salary and can not exceed \$250,000.

Your Medicare Coverage:

\$1,867

Medicare: Since 1986, the City of Atlanta has participated in the Federal Medicare retirement health care program. The City matches your contribution of 1.45% of your *estimated* annual salary. Your *estimated* Medicare benefit is **\$1,867** annually.

Your Other Benefits:

\$13,946

Transportation: A car, gas and maintenance are provided for the above-referenced position because the position is considered a 24-hour, 7-day-a-week job. The estimated cost to the City for providing a vehicle is \$7,846 annually. The estimated cost to provide gas for a city-owned vehicle is \$1,700. The estimated maintenance cost to the city per vehicle is \$3,200 for a total vehicle benefit of **\$12,746** annually. (For IRS compliance, **\$1,095** is added to your annual gross taxable income.)

Blackberry Cellular Telephone Service: Blackberry cellular telephone service is included in this package. The City of Atlanta pays for all "official" calls. The *estimated* average annual value of this service is **\$1,200**.

Supplemental Flexible Benefits Plan:

Under this plan, you can use pre-tax dollars to pay for several different insurance and benefits programs. You may elect up to **\$5,000** per year for dependent care reimbursement and up to **\$2,500** per year for unreimbursed medical expenses. The following supplemental insurance plans are available: cancer coverage, hospital intensive care, hospital indemnity, accidental/disability, and personal short-term disability.

Deferred Compensation Plan: The City of Atlanta provides a "tax deferred" compensation plan, offering a choice of three companies for investment of tax-deferred earnings. An employee may contribute up to **\$15,500** annually to this plan (or **\$20,500** for employees aged 50 or older or **\$31,000** if employee plans to retire in 3 years.).

Education Benefit: The City of Atlanta participates in a free tuition program (for most programs) with Georgia State University. The employee is responsible for any additional fees and books.

Atlanta City Employee Credit Union: The City of Atlanta provides employees with credit union services.

Savings Bond: You may purchase United States savings bonds through our payroll deduction plan.

Total Estimated Compensation Package

\$168,130

When you add it up, your salary is only a part of your overall total compensation package. The value of your *estimated* total compensation package is **\$168,130** annually.

City of Atlanta Government
Estimate of Total Compensation Package
Frank C. Sizer, Jr., Corrections Chief
Page 3

This offer is contingent upon a satisfactory background evaluation and assessment.

Signature

Date Accepted

FRANK C. SIZER JR.

834 Camden Avenue • Cumberland • Maryland 21502

ph.301 777 1081

fcsizer@verizon.net

SUMMARY OF EXPERIENCE

- Forty years of specialized experience in the field of law enforcement. Extensive management background in administering fiscal responsibilities of multi-million dollar federal and state law enforcement agency budgets. Key competency areas include budget oversight, human resources management, and implementing strategic plans, and fostering team building initiatives. Proficient in implementing policies and procedures that ensure the safety of all staff, inmates, and the public.

LAW ENFORCEMENT EXPERIENCE

- **Commissioner** **September 2003-September 2006**
Division of Corrections, State of Maryland
Baltimore, Maryland

Oversee the operation of 26 correctional facilities housing approximately 23,000 inmates and employing more than 10,000 staff with an annual budget of approximately \$600,000.00. Guide the Division in attaining fiscally sound goals and objectives that provide for safety of the communities, the staff and inmates

Supervise the Deputy Commissioner and 5 Assistant Commissioners who provide direct supervision to Wardens in various state-wide regions as well as managing the Division's Administration, Security Operations and Program Services Units.

Represent the Division in all interactions with the Governor, Lieutenant Governor, Legislative Assembly and the Judiciary. Promote the goals and objectives of the Division in interactions with community groups, professional organization and associations, national, state and law enforcement and criminal justice agencies.

- **Deputy Commissioner** **April 1999-September 2003**
Division of Corrections, State of Maryland
Baltimore, Maryland

Maintained daily operational oversight of 26 state-wide correctional institutions. Established Division-wide security procedures, created inspection audit manuals. Instrumental in the design and capital construction of a new maximum security institution and all additional housing construction. Developed and employed the strategic plans for the Division of Corrections.

- **Warden - Western Correctional Institution** **October 1995 -April 1999**
Division of Corrections, State of Maryland
Cumberland, Maryland

Ensured the overall security of the institution while providing a safe, secure, humane environment for inmates, staff, and the public. Implemented agency directives including: institutional operations,

FRANK C. SIZER JR.

834 Camden Avenue • Cumberland • Maryland 21502

ph.301 777 1081

fcsizer@verizon.net

conduct, and discipline of both prisoners and employees as implemented by the Division.

- **Warden**
Federal Bureau of Prisons

November, 1990 - September, 1995
Retired

September 1994 – September 1995
July 1992 – September 1994
November 1990 – July 1992

Federal Correctional Institution, Otisville, NY
Federal Prison Camp, Allenwood, PA
Metropolitan Correctional Center, San Diego, CA

Delegated full authority and responsibility to carry out directives of the Federal Courts and the Attorney General for planning, directing, and coordinating institutional programs covering broad, diverse and complex phases of security, discipline, and treatment of prisoners, for administrative direction of personnel, fiscal, and business management functions of the institution.

Responsible for the overall security of the institution while providing a safe, secure, humane environment for inmates, staff, and the public. Established and implemented policies generating all institutional operations, conduct, and discipline of both prisoners and employees. Delegated authority to staff and administrative officials, established responsibilities for each institutional position and maintained administrative control. With each new assignment, increased responsibility for a larger and more complex correctional facility.

Accomplishments

- Managed multi-million dollar budgets of all three positions. Closed-out each fiscal year within allocated funding and resources. Utilized funding to the fullest extent and greatest benefit to the institution.
- Implemented cost containment measures due to downsizing of staff and funding.
- Maintained overall responsibility for a Federal prison industry furniture factory which produced one million dollars a month in sales.
- Improved labor management relationships that had been "strained" through open communication and regular meetings with union officials. Where issues could not be informally resolved, I prevailed 100% of the cases at third-party reviews.
- Increased emphasis on security thereby experiencing zero inmate escapes during tenure as CEO of all three institutions.
- Awarded commendation for the successful resolution of a hostage situation.

- **Assistant Warden**
Federal Bureau of Prisons-Federal Correctional Institution
Ray Brook, NY

July 1988-November 1990

Responsible for managing a medium security correctional institution which housed approximately 1,000 inmates and employed approximately 250 staff. Provided assessments and recommendations to the Warden on matters of institution operations, programs, and security

Daily Responsibilities were similar to previous two assignments, with greater direct supervision of

FRANK C. SIZER JR.

834 Camden Avenue • Cumberland • Maryland 21502

ph.301 777 1081

fcsizer@verizon.net

department heads.

- **Camp Administrator** **July 1987 -July 1988**
Federal Bureau of Prisons-Federal Correctional Institution
Petersburg, VA

As Administrator of the satellite camp for the medium security institution , the duties and responsibilities were similar to previously stated assignments.

- **Witness Protection Unit Manager** **August 1985-July 1987**
Federal Bureau of Prisons-Federal Correctional Institution
Phoenix, AZ

Managed Witness Protection program and ensured a safe living environment for organized crime and other special offenders who cooperated with the government by testifying against others and, by the nature of their testimony, had placed their lives in jeopardy. Ensured the continuous security and confidentiality of the inmate and their family's identity.

- **Senior Fire Arms Instructor** **September 1983-July 1985**
Federal Bureau of Prisons- Federal Law Enforcement Training Center
Glynco, GA

Instructed new recruits in the use of firearms, firearms safety, and the policy regarding the use of deadly force.

- **Federal Bureau of Prisons** **March 1976-September 1983**
Central Office
Washington, DC

INSPECTOR, OFFICE OF INTERNAL AFFAIRS: Investigated allegations of staff misconduct and waste, fraud, and abuse on the part of agency employees.

RULE AND REGULATION SPECIALIST: Developed and published Bureau of Prisons Policies in the Federal Register.

- **Community Programs Manager** **August 1974-March 1976**
Federal Bureau of Prisons- Southeast Region
Atlanta, GA

Negotiated contracts with state and local detention centers to house Federal inmates for the U.S. Marshals Service. Monitored contract compliance to include: inspecting jails to ensure safe and humane environments.

FRANK C. SIZER JR.

834 Camden Avenue • Cumberland • Maryland 21502

ph•301 777 1081

fcsizer@verizon.net

- **Deputy United States Marshal** **April 1974 -August 1974**
United States Marshals Service-Headquarters
Washington, DC

Ensured the secure transportation of inmates from places of confinement to court visits.

- **Metropolitan Police Department** **April 1967-April 1974**
Washington, DC

SERGEANT: Responsible for the supervision of other police officers

POLICE OFFICER: Responsible for the enforcement of laws under the U.S. and D.C. Codes.

- **United States Air Force** **June 1962-March 1967**

SECURITY POLICEMAN: Viet Nam era veteran. Honorably discharged.

EDUCATION

- Georgia State University, Atlanta, GA
B.S., 1976 (Criminal Justice)
- American University, Washington, DC
A.A., 1973 (Criminal Justice)
- Princeton University, Woodrow Wilson School of Public and International Affairs
Public Leadership and Management Skills Program, July, 1991

PERSONAL DATA

- Born 1944, Milford, Virginia
- Member, Pennsylvania Prison Wardens Association
- Past Regional Director, National Association of Blacks in Criminal Justice
- Past member of the Federal Executive Law Enforcement Association, San Diego, CA
- Member of the Black Law Enforcement Network, San Diego, CA
- Past Regional Representative of the National Association for Blacks in Criminal Justice
- Honored Member 1998 Who's Who Among Outstanding Corporate Executives
- Allegany Leadership Class of 1998 Membership
- Cumberland Rotary Club Membership
- Leadership Maryland Class of 1999
- Board of Visitors, Frostburg State University